



EDUCATING THE COMPLETE LAWYER

TRANSFER APPLICATION REQUEST

- Complete and submit form to lawregistrar@udmercy.edu
Handwritten signature (not electronic) is required for processing
Processing requires 2 business days
Processing fees for transfer applications are due at the time students apply to transfer and include:
First Five Transfer Requests – Free of Charge
Each Additional Request – \$20
Request official academic transcript through the University’s Office of the Registrar
If you intend to transfer out, you must notify the School of Law Registrar in writing. The communication must contain name, ID number, reason for withdrawal, date of withdrawal, and the name of the institution to which you are transferring. Upon receipt of this communication, your student file will be closed.

Student Name Student ID Number

Email Phone Number First Term at Detroit Mercy Law

Please state your reason(s) for applying to transfer to another law school:

Please list in priority order the schools to which you are applying to transfer and check the documentation each requires. Use the back of this form to list additional schools.

Table with 3 columns: School Name, Address/Email; Letter of Good Standing; Letter with Class Rank

Additional Comments or Requests:

Student Signature (must be handwritten) Date

For office use only

Approved by: Date:

Denied by: Date:

Student Notified: Yes No